

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120160-7

REPORTS INVENTORY

DDS/OL/SD-102

PREPARE IN DUPLICATE

XXXXXXXXXX

1. TITLE OF REPORT (if a fill-in report include Form No.)

Alpha Nomenclature Catalog and/or Supplements

2. TYPE
OF
REPORT

STATISTICAL

X NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

X LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Annual (w/monthly supplements)

6. DISTRIBUTION (No. of components not
number of copies)

4

7. FORMAT (memorandum, form
computer print-out, etc)

8. ADP PROCESSING

X YES

IF YES GIVE ADP PROCESSING NO.

NO

401

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer Print-Out

10. PREPARING COMPONENT (include lowest level
contributing information to report)OCS, OL/SD, ☐ OC/SCD/MSB,
OL/SD/SMB/GMMS, ☐11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-7	3.89	50	194.50	12	2,334.00

B. COSTS OF COMPUTER PRODUCED REPORTS

			110.61	48	5,309.28
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TOTAL COSTS PER YEAR

7,643.28

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.This document is used for basic reference purposes by those receiving
distribution. It is used primarily for item identification.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain),
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

5 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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AC/OL/SD/SMB/GMMS

18. EXTENSION

FORM
9-70

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